

MONROE COUNTY

JOB DESCRIPTION

Position Title: CHIEF CUSTODIAN		Date: 9/15/98
Position Level: 5	FLSA Status: Nonexempt	Class Code: 5-4

GENERAL DESCRIPTION

This position is responsible for the maintenance of floors and restrooms at the Key West International Airport and the supervision of all assigned custodians.

KEY RESPONSIBILITIES

1. *Performs all functions of maintaining the cleanliness of buildings on the Airport.
 2. *Maintenance of floors and restrooms.
 3. *Supervises and trains custodians on cleaning and safety.
 4. Performs and/or supervises plumbing, electrical and other repairs as needed.
 5. Order materials as needed.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required. Vocational or other technical school, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department..
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	None.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

Position Title: CHIEF CUSTODIAN Class Code: 1219 Position Level: 5

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____